

# 2024-2025 Finance Calendar

## Fall Semester Timeline

### JULY 2024

#### Jul 1-5 Summer Break

Jul 18 & 26 CAMPUS/SPONSOR TRAININGS

Jul 11 Employee Mileage Reimb Due

Jul 15 Sales Tax Report - 2nd Qtr

Jul 09 Timecards Due

Jul 16 Monthly Leave Balance Report

Jul 24 ANNUAL FINANCE ACADEMY MANDATORY

Jul 23 Timecards Due

Jul 30 Agenda Items Due for Aug Board Mtg

### AUGUST 2024

Aug 2 CAMPUS/SPONSOR TRAINING

Aug 6 Timecards Due

Aug 9 Employee Mileage Reimb Due

Aug 16 Monthly Leave Balance Report

Aug 26 Agenda Items Due for Sep Board Mtg

Aug 20 Timecards Due

Aug 25 Textbook Audit Payment Due

Aug 30 Budget Amendment Due

Aug 30 Master Schedule w/ Student Loads

### SEPTEMBER 2024

#### Sep 2 Labor Day Holiday

Sep 3 Timecards Due

Sep 8 Enrollment of Non-qualifying Pre-K Students  
(Tuition Fee Must Be Paid)

Sep 6 Employee Mileage Reimb Due

Sep 13 Personnel Needs Request (Master Schedule  
Verification Required)

Sep 16 Monthly Leave Balance Report

Sep 17 Federal Entitlement Compliance Report

Sep 24 Agenda Items Due for Oct Board Mtg

Sep 24 Timecards Due

Sep 30 Budget Amendments Due

#### ACCOUNTS PAYABLE WEEKLY

Tuesdays Fuel Logs Due

Wednesdays Bank of America Sign Off

Wednesdays Documentation For Check Request - Due at noon

\*Due to Payroll

\*Due to Accounting

\*Due to Accounts Payable Office

\*Due to External Funding Office

\*Due to Purchasing Office

\*Holiday

\*TRAINING

### OCTOBER 2024

Oct 01 Timecards Due

Oct 4 Employee Mileage Reimb Due

Oct 15 Sales Tax Report - 3rd Qtr

#### Oct 7-11 Fall Break

Oct 16 Monthly Leave Balance Report

Oct 22 Timecards Due

Oct 18 Update Improvement Plans w/ Funding & FTE  
Information

Oct 22 Agenda Items Due for Nov Board Mtg

Oct 31 PEIMS Snapshot

Oct 31 Budget Amendments Due

### NOVEMBER 2024

Nov 4 Per Capita Allocation Review

Nov 05 Timecards Due

Nov 8 Employee Mileage Reimb Due

#### Nov 11 Veterans Day Holiday

Nov 19 Agenda Items Due for Dec Board Mtg

Nov 18 Monthly Leave Balance Report

Nov 19 Timecards Due

Nov 22 Federal Entitlements & SCE (Funds 2xx, 185) Last Day  
to submit purchase requisitions for controlled/capital  
asserts (6396, 6397, 6398 & 6600s)

Nov 22 Last day to submit purchase requisitions ALL FUNDS  
for technology 6398

Nov 22 Budget Amendment Due

#### Nov 25-29 Thanksgiving Holiday Break

### DECEMBER 2024

Dec 3 Timecards Due

Dec 6 Budget Expenditure Review Federal Entitlements - SCE,  
GT, SPED, & LEP Funds (65% Expended)

Dec 6 Employee Mileage Reimb Due

Dec 17 Agenda Items Due for Jan Board Mtg

Dec 16 Monthly Leave Balance Report

Dec 17 Timecards Due

Dec 18 Fall Semester Fund Raiser Activity Recaps Due

Dec 20 Budget Amendments Due

#### Dec 23-31 Winter Holiday Break



# 2024-2025 Finance Calendar

## Spring Semester Timeline

### JANUARY 2025

**Jan 1-3 Winter Holiday Break**  
**Jan 7 Timecards Due**  
 Jan 10 Employee Mileage Reimb Due  
 Jan 15 Sales Tax Report – 4th QTR  
**Jan 20 Martin Luther King Holiday**  
**Jan 16 Monthly Leave Balance Report**  
 Jan 24 Documentation for Federal Entitlement TEA Amendment Due to External Funding Office (if necessary)  
**Jan 21 Timecards Due**  
 Jan 28 Agenda Items Due for Feb Board Mtg  
 Jan 24 Update Improvement Plans W/Funding & FTE Information(Mid-Year Review)  
 Jan 31 Budget Amendments Due  
 Jan 31 Budget Expenditure Review – Federal Entitlements, SCE, GT, CTE, SPED & LEP Funds (85% Expended)  
 Jan 31 Semi Annual Certifications (Fall Semester) Due

### FEBRUARY 2025

Feb 3-6 Campus Needs Assessments (Personnel Needs or 2023-2024 School Year)  
 Feb 6 Last Day to Submit Federal Entitlement 6200s, 6300s, 6400s & SCE-Not realted to Summer School  
**Feb 4 Timecards Due**  
 Feb 7 Employee Mileage Reimb Due  
**Feb 7 National Board 3rd Party Payer Funding (TIA) Deadline**  
 Feb 25 Agenda Items Due for Mar board Mtg  
**Feb 17 Monthly Leave Balance Report**  
**Feb 18 Timecards Due**  
 Feb 21 Budget Expenditures Review – Federal Entitlements, SCE, GT, CTE, SPED, & LEP Funds (100% Operating Accounts expended and submit plans or budget for 6100s & 6400s)  
 Feb 28 Budget Amendments Due

### MARCH 2025

**Mar 4 Timecards Dues**  
 Mar 7 Employee Mileage Reimb Due  
 Mar 7 Documentation for Federal Entitlement TEA Amendment Due to External Funding Office (if necessary)  
**Mar 10-14 Spring Break Holiday**  
**Mar 17 Monthly Leave Balance Report**  
 Mar 25 Agenda Items Due for Apr Board Mtg  
**Mar 25 Timecards Due**  
 Mar 19 2025-2026 BUDGET PREPARATION WORKSHOP MANDATORY  
 Mar 31 Budget Amendments Due

### APRIL 2025

**Apr 8 Timecards Due**  
 Apr 4 Employee Mileage Reimb Due  
**Apr 17 Last Day to Submit Purchase Requisitions for Funds 199, with Class Objects 6300 & 6600**  
 Apr 15 Sales Tax Report – 1st QTR  
**Apr 16 Monthly Leave Balance Report**  
**Apr 22 Timecards Due**  
**Apr 29 Agenda Items Due for May Mtg**  
**Apr 30 Budget Amendments Due**  
**Apr 30 Last Day to Submit Federal Entitlement & SCE 6200s, 6300s, 6400s & SCE-Summer School Realted ONLY**

### MAY 2025

May 9 Employee Mileage Reimb Due  
**May 6 Timecards Due**  
 May 9 Last Day for CAMPUSES to Submit Purchase Requisitions for Funds 199 w/Class Objects 6200 & 6400  
 May 8 Update Improvement Plans w/Funding & FTE Information (Final)  
 May 16 Last Day for Campus FR Activities  
**May 16 Monthly Leave Balance Report**  
 May 23 Spring Semester Fund Raiser Activity Recaps Due  
**May 20 Timecards Due**  
 May 27 Agenda Items Due for June Board Mtg  
 May 23 Last Day to Submit Purchase Requisitions for ALL FUNDS  
**May 26 Memorial Day**  
**May 29 Last Day of School (Students)**  
 May 30 FINAL - Budget Amendments Due

### JUNE 2025

**Jun 3 Timecards Due**  
 Jun 6 Employee Mileage Reimb Due  
 Jun 9 Last Day to Submit Warehouse Requisitions  
**Jun 12 Federal Entitlement 2024-2025 Application Draft Due to External Funding Office**  
 Jun 20 Final Year End Petty Cash Recap  
 Jun 16 Monthly Leave Balance Report  
 Jun 24 Timecards Due  
 Jun 30 Semi-Annual Certifications (Spring Semester) Due to  
**Jun 30 Fiscal Year 2025 End**

### ACCOUNTS PAYABLE WEEKLY

Tuesdays Fuel Logs Due  
 Wednesdays Bank of America Sign Off  
 Wednesdays Documentation For Check Request - Due at noon  
**\*Due to Payroll**  
**\*Due to Accounting**  
**\*Due to Accounts Payable Office**  
**\*Due to External Funding Office**  
**\*Due to Purchasing Office**  
**\*Holiday**  
**\*TRAINING**

